



DEPARTMENT OF THE ARMY
UNITED STATES ARMY MEDICAL COMMAND
HEALTH CARE ACQUISITION ACTIVITY
SOUTHEAST REGIONAL CONTRACTING OFFICE
FORT GORDON, GEORGIA 30905-5650

MCAA-SE

24 April 2003

MEMORANDUM FOR See Distribution

SUBJECT: Advanced Acquisition Planning for FY 2003 Year End Closeout

1. Enclosed are the Fiscal Year 2003 cutoff dates from the Southeast Regional Contracting Office (SERCO). Please review your contract requirements and determine your FY 2003 needs, and then provide SERCO with as much advanced lead time as possible to process your requirements. Successful advanced acquisition planning is critical to ensuring your contracting actions are executed, and making every effort to meet SERCO's cutoff dates is essential. An occasional unexpected requirement may become necessary, but good planning and coordination should keep these to a minimum.
2. To assist you in identifying your FY2003 requirements, SERCO will be providing each of your activities a listing and status of your recurring and expiring contracts. After reviewing this information, ensure your activity plans accordingly to submit your requirements in a timely manner to SERCO. Should you need guidance or assistance, do not hesitate to contact the SERCO staff members who are available to assist you.
3. Point of contact for further information is Ms. Edwonia Beverly, Deputy Chief, Southeast Regional Contracting Office. Ms. Beverly can be reached at commercial: (706) 787-5674 or DSN 773-5674.

Encl


JIMMY SANDERS
COL, MS

Chief of Staff, SE Regional Medical Command

ENCLOSURE

FY 2003 CUT-OFF DATES

PROCUREMENT TYPE

2003 CUTOFF DATE

1. Emergency Requirements

- a. 03 priority
- b. 06 priority

ANY TIME
19 Sep 2003

2. Supplies, Equipment & Services (Includes Direct Health Care Provider Contracts) Open Market

- a. All Requirements > \$5 Million
- b. New Contracts < \$5 Million
- c. Purchase Requests < \$5 Million
- d. Purchase Requests < \$100,000

30 May 2003
27 June 2003
1 August 2003
15 August 2003

3. Contract Option Years

27 June 2003

4. Delivery/Task Orders

15 August 2003

5. Modifications (includes de-obligations) 1 August 2003

6. Federal Supply Schedule (VA & GSA)

12 September 2003

7. FY03 Subject to Availability of Funds

29 August 2003

ENCLOSURE

FY 2003 CUT-OFF DATES IN DATE SEQUENCE

DATE

PROCUREMENT TYPE

- 30 May 2003** -Supplies, Equipment & Svcs > \$5 Million
- 27 June 2003** -Supplies, Equipment & Services New Contracts
< \$5 Million
-Contract Option years
- 1 Aug 2003** -Supplies, Equipment & Services Purchase Requests < \$5 Million
-Modifications (includes de-obligations)
- 15 Aug 2003** -Delivery/Task Orders
-Supply & Services Purchase Requests <\$100,000
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- 29 Aug 2003** - FY03 Subject to Availability to Funds
- 12 Sep 2003** -Federal Supply Schedule Orders (VA & GSA)
- 19 Sep 2003** -06 Priority Emergency Requests